

Setting Up Your Research Paper

1. Open up the Blackman High homepage using Google Chrome.
2. Click *Employee Email* at the top of the page.
3. Click the waffle  in the top left corner, then click **One Drive**.
4. Click *New*, then *Folder* and name it (**Young Research**)

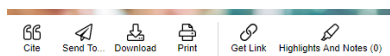
Online Research Using Databases

1. Back at the Blackman High home page, under *Academics*, choose *Library Media Center*
2. Click on the  tab, then click on the  button (password outside of school: *goblaze*).
3. Search for a topic under any of the 10 categories.

Notes: _____

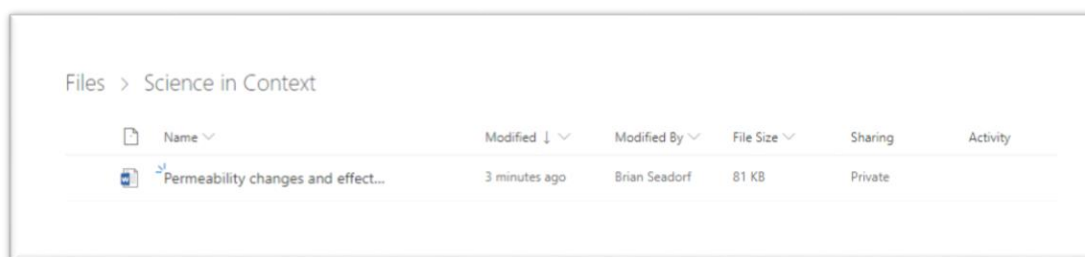
How To Download Your Article to OneDrive

1. At the top of the article page, you will see these buttons:

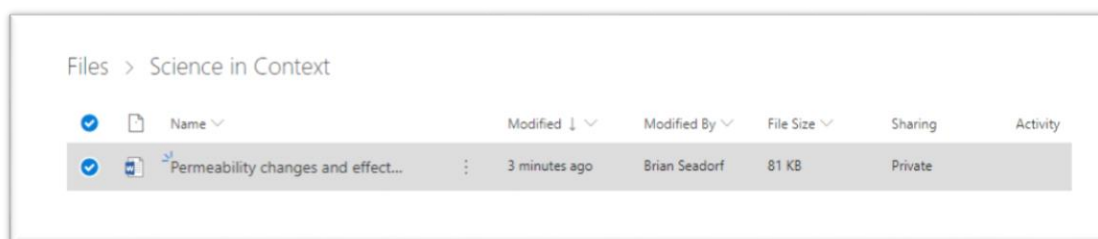


. Click **“Send to”, then “OneDrive”,** then click your name if it asks for it and click *Accept* if it asks. You will see a box that says: Document(s) have been sent to your Microsoft OneDrive™ and will appear in your Office 365 cloud shortly.

2. Go back to your main OneDrive page. Click “Files”. **Click the name of your database (Gale In Context High School)** to get inside the folder. **DO NOT MOVE THE ENTIRE FOLDER.** It should look like this example:



3. Click the Checkbox to the left of the article title (like this:)



4. Click “Move to” /then “Your OneDrive” / your Teacher Research folder/ click “Move here”



5. Go back to your Teacher Research folder, and you should see your article.